



## SECTION A-5, MUNICIPAL ACTIVITIES

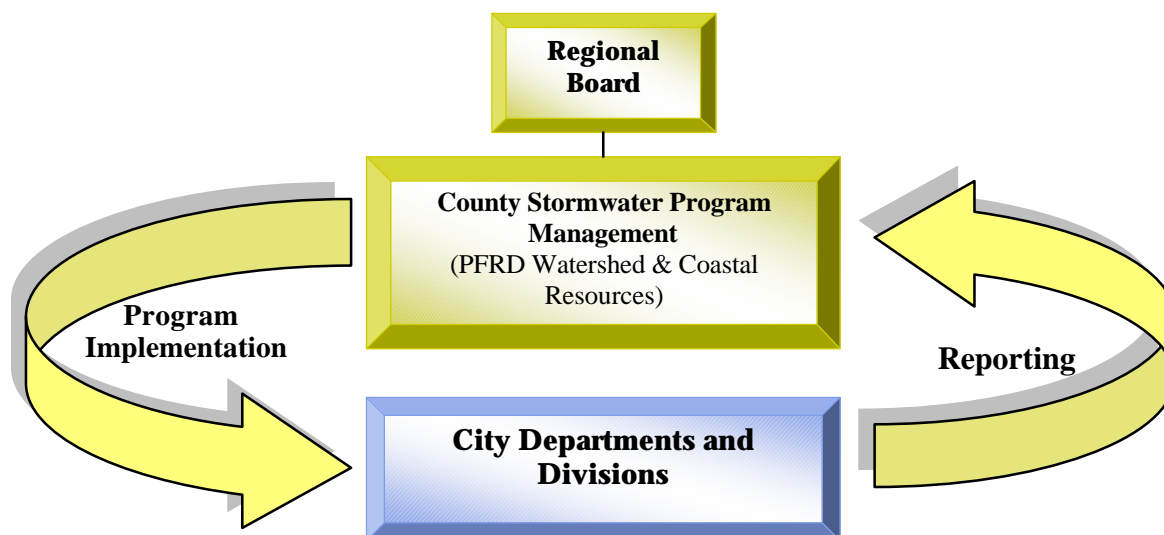
### A-5.0 MUNICIPAL ACTIVITIES COMPONENT

#### A-5.1 Introduction

The City of Newport Beach has incorporated the Model Municipal Activities Program described in Section 5 of the Orange County Drainage Area Management Plan (**DAMP**) as the basis for this section of the Local Implementation Plan. Subsequent sections of A-5 describe and outline guidelines, procedures and requirements for the City of Newport Beach.

##### A-5.1.1 Overall Program Management

The Local Implementation Plan has been developed to assist municipal staff in complying with Santa Ana Regional Board Order No. R8-2002-0010. The program management model for overseeing, implementing, and enforcing the municipal activities stormwater program element



is identified in **Figure A-5.1**.

**Figure A-5.1**



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### A-5.1.2 Implementation

This section provides contact information for and describes the role that each of the various city departments that own, operate, or maintain municipal Fixed Facilities, Field Programs, and Drainage Facilities. For each Department, the contact information for the employee who has the primary responsibility and oversight for ensuring that the program has been implemented has been included.

#### ***General Services Department***

Contact Name: David E. Niederhaus

Title: General Services Director

Telephone: 949.644.3055

Address: 592 Superior Ave., Newport Beach, CA 92658

Responsible for the City's Field Maintenance, Fixed Facility Maintenance, Operations Support, Refuse, Park Maintenance, Street Trees, Street Sweeping, Equipment Maintenance, and Equipment Replacement.

#### ***Park Maintenance***

Contact: Name: Marcy Lomeli

Title: Park & Tree Superintendent

Telephone: 949.644.3069

Address: 592 Superior Ave., Newport Beach, CA 92658

Responsible for the operation and maintenance of public parks, street medians and rights-of-way.

#### ***Street Sweeping & Storm Drain Facility Cleaning***

Contact Name: Jim Auger

Title: Storm Drain / Street Sweeping Supervisor

Telephone: 949.718.3477

Address: 592 Superior Ave., Newport Beach, CA 92658

Responsible for street sweeping on all public streets and parking lots, catch basin cleaning, catch basin stenciling, tide valve maintenance, storm drain and v-ditch cleaning.



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### ***Street and Median Maintenance***

Contact Name: Tim Kieffer

Title: Street Maintenance Supervisor

Telephone: 949.718.3462

Address: 592 Superior Ave., Newport Beach, CA 92658

Responsible for minor asphalt repairs on streets, maintenance of medians and rights-of-way and signage.

### ***Public Works Department***

Contact Name: Steve Badum

Title: Public Works Director

Telephone: 949.644.3344

Address: 3300 Newport Blvd., Newport Beach, CA 92663

The Public Works Department develops, and builds the City's infrastructure, including streetscapes, open space, parks, athletic fields, bike trails, roadways, and traffic signals.

### ***Parking Lots/Enforcement***

Contact Name: Sue Davis

Title: Parking Lot Supervisor

Telephone: 949.644.3042

Address: 829 Harbor Island Drive, Newport Beach, CA 92660

Responsible for the operation of public parking lots.

### ***Equipment Maintenance***

Contact Name: Tom Fulton

Title: Equipment Maintenance Superintendent

Telephone: 949-718.3464

Address: 592 Superior Ave., Newport Beach, CA 92658

Responsible for the maintenance, repair and cleaning of municipal vehicles and City owned boats.



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### ***Transportation Department***

Contact Name: Rich Edmonston

Title: Transportation/Development Services Manager

Telephone: 949.644.3345

Address: 3300 Newport Blvd., Newport Beach, CA 92663

Responsible for the design and development of all commercial, industrial, and residential facilities.

### ***Wastewater Division***

Contact Name: Jim Delicce

Title: Utilities Supervisor

Telephone: 949.718.3415

Address: 949 West 16<sup>th</sup> St., Newport Beach, CA 92663

Responsible for the operation and maintenance of all municipal wastewater facilities.

### ***Water Division***

Contact Name: George Murdoch

Title: Utilities Supervisor

Telephone: 949.718.3422

Address: 949 West 16<sup>th</sup> St., Newport Beach, CA 92663

Responsible for the operation and maintenance of all municipal potable water facilities.

### ***Fire Department***

Contact Name: Tim Riley

Title: Fire Chief

Telephone: 949.644.3101

Address: 3300 Newport Blvd., Newport Beach, CA 92663

Responsible for the operation and maintenance of all fire stations.

### ***Harbor Resources***

Contact Name: Tom Rossmiller

Title: Division Manager

Telephone: 949.644.3034

Address: 829 Harbor Island Drive, Newport Beach, CA 92660



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Responsible for municipal over water activities on the harbor.

### ***Recreation and Senior Services***

Contact Name: Marie Knight

Title: Recreation & Senior Services Director

Telephone: 949.644.3157

Address: 3300 Newport Blvd., Newport Beach, CA 92663

Responsible for the operation of community recreation and senior services centers.

### ***Recreation Services Department***

Contact Name: Andrea McGuire

Title: Recreation Superintendent

Telephone: 949.644.3161

Address: 3300 Newport Blvd., Newport Beach, CA 92663

Responsible for the operation of all recreation programs and activities for all ages. Maintenance of athletic fields and community centers, and public requests for special event activities.

### ***Police Department***

Contact Name: Bob McDonell

Title: Chief of Police

Telephone: 949.644.3701

Address: 870 Santa Barbara Drive, Newport Beach, CA 92658

Responsible for the operation and maintenance of the police station.

## **A-5.2 Inventory of Fixed Facilities, Field Programs, and Drainage Facilities**

A watershed-based inventory of all fixed facility, field program, and drainage facility sites has been developed and will be updated prior to the start of the wet season (October 1). These include all sites meeting the definition of a fixed facility, field program, or drainage facility, as described in **DAMP Section 5.4.2**.

The City of Newport Beach's comprehensive fixed facility, drainage facility and field program inventories are included in **Exhibit A-5.I** to this LIP.

## **A-5.3 Prioritization of Sites**

After the inventory was compiled, fixed facility sites were prioritized into high, medium, or low categories, based on the threat to water quality and the procedures set forth in **DAMP Section 5.4.3**. Drainage facility and field program sites are prioritized high based on the threat to water



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quality. The lists of high, medium and low priority projects for the City of Newport Beach are included in **Exhibit A-5.I**.

### A-5.4 Maintenance Procedures

Staff performs operations at fixed facilities, within field programs, and at drainage facilities according to the baseline procedures and Best Management Practices (BMPs) as described within the model maintenance procedures. Optional enhanced BMPs described within the model maintenance procedures have been implemented at high priority fixed facilities, field programs, and drainage facilities if operational history, inspection findings, or other special situations warrant implementation. The City of Newport Beach has also implemented the Integrated Pest Management Guidelines as described in **DAMP Section 5.5**.

Model maintenance procedures relevant to the City of Newport Beach facilities and field programs are included in **Exhibit A-5.II**. The various types of fixed facilities, field programs and drainage facilities within the city are listed below in **Figure A-5.2**.

**Figure A-5.2**

#### Field Procedures

- ☐ Lake Management
- ☒ Landscape Maintenance
- ☒ Roads, Streets & Highways
- ☒ Sidewalk, Plaza & Fountains
- ☒ Solid Waste Handling
- ☒ Water & Sewer Utility Ops.

#### Fixed Facilities

- ☒ Bay/Harbor Activities
- ☒ Building Maintenance/Repair
- ☒ Equipment Main./Repair
- ☒ Fueling
- ☒ Landscape Maintenance
- ☒ Material Loading/Unloading
- ☒ Material Storage, Handling & Disposal
- ☒ Minor Construction
- ☒ Parking Lot Maintenance
- ☒ Spill Prevention & Control
- ☒ Vehicle & Equipment Cleaning
- ☒ Vehicle & Equipment Storage
- ☒ Waste Handling & Disposal

#### Drainage Facilities

- ☒ Drainage System

### A-5.5 Municipal Inspection & Enforcement

#### A-5.5.1 Inspection Responsibilities

Inspections of municipal fixed facilities, field programs, and drainage facilities are performed in order to verify that the maintenance procedures are being implemented, are appropriate for that fixed facility, field program, or drainage facilities and are protective of water quality.



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Inspections are based upon the priority of the fixed facility, and its threat to water quality as indicated in the site priority list included in **Exhibit A-5.I**. All field programs and drainage facilities are considered high priority. Inspection frequency is consistent, whether a facility or program is operated and maintained by municipal staff, contracted staff, or lessees.

### A-5.5.2 Inspection Frequencies

The frequency of municipal facility and program inspections is shown in **Table A-5.1** below:

Table A-5.1

Inspection Frequencies	
Facility/Program	Inspection Frequency
<b>Fixed Facilities</b>	
Municipal Corporation Yards	Quarterly
High Priority Fixed Facility	Annually
Medium Priority Fixed Facility	Biennial (every other year)
Low Priority Fixed Facility	Once During First Year of Program Implementation
<b>Field Programs</b>	
High Priority Field Programs	Annually
<b>Drainage Facilities</b>	
Drainage Facilities	Inspect, clean, and maintain at least 80% on an annual basis, with 100% in a two year period

### A-5.5.3 Inspection Documentation Procedures

The inspection forms to be used during inspection consist of the following:

- **General Inspection Forms** – This primary form provides for a general characterization of the fixed facility, field program, or drainage facility being inspected, including the type of facility or program, the reason for inspection, and activities that may take place. A general cover sheet inspection form is required for all inspections.
- **Activity Specific Inspection Forms** – These secondary forms provide a series of questions about specific activities taking place at a fixed facility, field program, or drainage facility, as well as a list of suggested corrective action plans that can be implemented should a problem be found.



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One activity specific form is filled out for each activity at each fixed facility, field program, or drainage facility. Inspection forms for each fixed facility, field program, and drainage facility in the City of Newport Beach are included in **Exhibit A-5.III**.

### A-5.5.4 Enforcement Procedures

In order to ensure compliance, the City of Newport Beach will implement enforcement procedures as described in **DAMP Section 5.4.3.5**.

### **A-5.6 Program Effectiveness Assessment**

The overall Program Effectiveness Assessment (PEA) serves as the foundation for the submittal of the annual progress report that is submitted each year to the Principal Permittee and subsequently to the Regional Boards and serves as the basis for evaluating each municipality's individual municipal activities efforts (See **DAMP Appendix C-5**).

The PEA allows each municipality to assess the effectiveness of their individual storm water program components including those focused on municipal activities. The municipal activities program effectiveness evaluation will allow the City to assess the effectiveness of their local program by focusing on the data collected from the fixed facility, field program and drainage facility activities.

### **A-5.7 Education and Training**

Education and training is the key to the success of stormwater programs. To assist the responsible municipal staff of the City of Newport Beach in understanding the Municipal Activities Maintenance Procedures, several different annual training sessions will be conducted by the County of Orange. In order to ensure that the program is being implemented properly, the City will ensure an appropriate number and type of personnel at each of the training sessions.

In addition to Permittee sponsored training, the City provides the means for staff to attend training seminars or workshops related to stormwater management and water quality conducted by other organizations, as needed.

Records of both Permittee and Non-Permittee sponsored training provided to City staff will be maintained.





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### A-5.7.1 Training Modules

In order to adequately address the different areas of the Municipal Activities Program element, five municipal activities training modules have been developed as described in **DAMP Appendix B, Section B-5**. The following sections describe the five modules.

#### *Municipal Activities Program Management*

This training module is targeted to staff responsible for managing the NPDES program for all municipal activities. It includes the tools necessary to meet NPDES requirements for inventorying, prioritizing, and inspecting municipal fixed facilities and field programs, as well as mechanisms for enforcement. An introduction to the Model Maintenance Procedures and Best Management Practices (BMPs) applicable to the program is provided. Training for program Performance Evaluation Assessment is also included.

#### *Fixed Facilities Maintenance Procedures*

This training module is targeted to staff responsible for performing and training proper maintenance procedures for municipal activities at fixed facilities (Corporation Yards, Waste Handling Facilities, etc.). It includes in-depth coverage of all program-applicable baseline Model Maintenance Procedures and Best Management Practices (BMPs), as well as optional procedures for use in special situations. The training provides information in a “train-the-trainer” format, providing techniques for performing activities in a manner protective of water quality.

#### *Field Program Maintenance Procedures*

This training module is targeted to staff responsible for performing and training proper maintenance procedures for municipal activities with field program (Street Maintenance, Drainage Facility Maintenance, etc.). It includes in-depth coverage of all program-applicable baseline Model Maintenance Procedures and Best Management Practices (BMPs), as well as optional procedures for use in special situations. The training provides information in a “train-the-trainer” format, providing techniques for performing activities in a manner protective of water quality.

#### *Program Management – IPM, Pesticide and Fertilizer Guidelines*

This training module is targeted to stormwater managers and staff responsible for the maintenance of municipal landscapes, which includes the application of pesticides and fertilizers. The module includes background on the development of Integrated Pest Management (IPM), pesticide and fertilizer guidelines as well as a brief description of the main components for each section of the guidelines. The training provides information in a “train-the-trainer” format, focusing on techniques that are protective of water quality.



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### *Integrated Pest Management Approaches*

This training module is targeted to staff responsible for the daily maintenance of municipal landscapes, especially those staff applying pesticides. It includes an in-depth discussion of the benefits of Integrated Pest Management and the individual tools required to successfully implement the program. Detailed information is provided on each component of IPM (prevention, pest identification, monitoring, injury levels and action thresholds, and pest control tactics) stressing that a successful IPM program requires all five components. The training provides information in a “train-the-trainer” format, focusing on techniques that are protective of water quality.

#### A-5.7.2 Record Keeping

Records of training provided to staff will be maintained to allow for a better determination of:

- Which staff require training
- When training sessions were conducted
- Compliance with the permit requirements

